

BASIC ENGLISH LANGUAGE AND COMMUNICATION SKILLS (II)

6 TO 24 NOVEMBER 2017

Sponsored by the

MINISTRY OF FOREIGN AFFAIRS, SINGAPORE

under the framework of the

INITIATIVE FOR ASEAN INTEGRATION

to be conducted by

QUESITA

Initiative for ASEAN Integration

The Initiative for ASEAN Integration (IAI) was launched by then Singapore Prime Minister (PM) Goh Chok Tong at the 4th ASEAN Informal Summit in 2000 to narrow the development gap between ASEAN-6 and Cambodia, Laos, Myanmar and Vietnam (CLMV) and to support ASEAN integration and community building. To date, Singapore has made four pledges totalling about S\$170 million to the IAI.

A key IAI project undertaken by Singapore is the establishment of training centres in CLMV. More than 35,000 government officials from CLMV have participated in our training courses conducted at the four IAI training centres in Phnom Penh, Vientiane, Yangon and Hanoi in diverse areas such as English Language, Trade and Finance, and Public Administration.

The IAI is in line with the spirit of the Singapore Cooperation Programme (SCP). The SCP was established in 1992, bringing together under one framework the various technical assistance programmes offered by Singapore. As a country whose only resource is its people, Singapore believes that human resource development is vital for economic and social progress. Singapore itself has benefited from training provided by other countries and international organisations. Through the SCP, the range and number of training programmes have been increased to meet the needs of developing countries.

Quesita

Quesita represents a group of experienced and adaptable trainers who specialise in language, communications and soft skills training.

Quesita aims to improve the capabilities of adult learners to meet professional demands, guided by a needs-specific methodology that tailors course curriculum to participants.

Course Objectives

The course will establish a foundational command of the English language covering the four major proficiency areas of speaking, listening, reading and writing.

Major emphasis will be placed on ease in speech and communications, especially for useful everyday scenarios, so that participants can express themselves in a variety of real-world situations.

At the end of the course, participants will be able to:

- Improve fluency and use of the English language at a Basic level
- Review basic grammar patterns, and establishing a strong foundation
- Increase their confidence and level of comfort in conversing and using English, in both informal and formal contexts

- Read, comprehend and analyse a variety of simple texts
- Strengthen writing skills to convey ideas appropriately and effectively in a variety of professional formats, including emails, proposals, memos, minutes etc.
- Improve pronunciation and listening skills through practice and reinforcement
- Hone presentation and public speaking skills, in both group and individual context
- Participate constructively in discussions and meetings, and take minutes

Synopsis

Topics to be covered include:

- Grammar Review and Vocabulary Development
- Reading Strategies
- Analytical and Critical Thinking Skills
- Foundational Writing Skills
- Listening and Conversational Skills
- Communications and Presentation Skills
- Relevant Workplace Skills

Methodology

Through the 3-week training, participants will be exposed to a variety of learning methods. These include lectures, interactive activities, games, experiential simulation with role play activities, co-operative learning, collaborative teaching, pair and group work.

Duration

The course will be held from **6 to 24 November 2017**.

Participants' Profile

Participants should be:

- Government officials who may have little or no previous knowledge of the English Language;
- Expected to participate actively in the class activities in order to gain maximally from this programme to bring Basic English literacy to non-English speaking foreign nationals.
- Nominated by the Government of Viet Nam;
- Proficient in spoken and written English; and
- In good health.

Venue

The course will be conducted at the Viet Nam-Singapore Training Centre in Hanoi.

Address: Pacific Place
Unit 401, 4th floor
83B Ly Thuong Kiet
Hanoi
Socialist Republic of Viet Nam

Class Size

Maximum 30 participants

Terms of Award

The Government of Singapore will be responsible for training fees while the Government of Viet Nam will be responsible for travel arrangements and accommodation cost of the participants.

Medical insurance for participants to cover for any accidents and hospital treatment will be borne by the Government of Viet Nam.

Application Procedure

The National Focal Point will be responsible for obtaining the list of nominations before forwarding the list directly to the Singapore Embassy in Hanoi.

The nomination list should reach the Singapore Embassy in Hanoi not later than **Monday, 23 October 2017**.



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ANNEX A

PROGRAMME SCHEDULE

Day	Topic	Focus	Lesson Plan
1 AM	Introduction	<ol style="list-style-type: none"> Opening Ceremony Ice breakers Course intro Pre-Course Assessment Test 	<ul style="list-style-type: none"> Warm-up games. Introduction to course, types of activities and expectations Discussions: thoughts on English and its challenges; expected learning outcomes Pre-course Proficiency Testing, i) written component includes: comprehending an audio clip; self-assessment of language proficiency; basic grammar/vocab; reading/writing exercise; ii) evaluation of oral skills will be conducted individually (during self-introductions).
1 PM	“What English do you know?”	<ol style="list-style-type: none"> Language Comparisons Language Review 	<ul style="list-style-type: none"> Grammar: Compare English as a Subject-Verb-Object language, to the source language; Syntax, Sentence structure, Phrase structure Discussions: Various types of English - colloquial versus formal, regional variants etc. Basics Review: numbers, plurals, pronouns, common words, greetings Conversations: what I want to learn
2 AM	“People and Places”	<p>“to be”:</p> <ol style="list-style-type: none"> personal information names and countries personal questions articles: “a/an” 	<ul style="list-style-type: none"> Quiz: general knowledge of other countries Vocabulary: countries, nationalities, jobs Reading Exercise: eliciting information, reading out loud, writing out answers Pronunciation: stress and intonation for asking questions Role play: ask questions about people from other nearby countries
2 PM	“About Myself”	<ol style="list-style-type: none"> possessives “this, that, these, those” “have got” 	<ul style="list-style-type: none"> Vocabulary: everyday objects Reading: my favourite things; follow-up Role Plays Speaking and Listening: talk about your family tree Writing: write about your family Pronunciation: sounding polite
3 AM	“Everyday Life”	<ol style="list-style-type: none"> present simple tense positive and negative questions punctuation “and” and “but” 	<ul style="list-style-type: none"> Listening: Life in Singapore Vocabulary & Speaking: daily routines, days and times Role play: finding things in common with your partner Pronunciation: sentence stress, silent syllables Paired Reading: spot the errors in punctuation, tense and vocab
3 PM	Email Writing (1)	Email writing techniques and key points	<ul style="list-style-type: none"> Email Structure: Subject heading; Salutation; Introduction of content; Appropriate explanation; Conclusion; Signature Email Types: Initial emails, Response emails, enquiries, Follow-up emails Vocabulary: set phrases, language choice for different stakeholders Discussion: Email dos and don'ts Writing: individual email writing based on selected prompts
4 AM	“Likes and Dislikes”	<ol style="list-style-type: none"> present simple “he/she” forms present simple auxiliaries “do/don’t”, “does/doesn’t” third person verb forms activity verbs, adverbs of frequency 	<ul style="list-style-type: none"> Listening: famous people and their loves and hates Reading: comprehension exercise Role Plays: Asking and refusing politely Grammar Exercises Conversations: interviewing your partner Writing: about your partner’s likes and dislikes

4 PM	“Getting from A to B”	<ol style="list-style-type: none"> 1. “can/can’t” 2. articles: “a/an/the” 	<ul style="list-style-type: none"> - Vocabulary: about transport in various scenarios - Listening: audio clip – at the airport - Grammar: exercises for articles - Reading and Listening Comprehension: transport survey - Role Play: buying train tickets
5 AM	“Eating and Drinking”	<p>Countable and uncountable nouns:</p> <ol style="list-style-type: none"> 1. “there is/there are” 2. “some/any” 3. “how much/how many” 	<ul style="list-style-type: none"> - Vocabulary: types of food, food-related adjectives - Listening: breakfasts around the world - Speaking: describe differences in pictures - Reading: food facts and myths - Role Plays: ordering food in a restaurant - Pronunciation: international words (non-English words) - Writing: describing your favourite food/a famous dish/something you can cook
5 PM	Public Speaking	<ol style="list-style-type: none"> 1. Preparation and delivery 2. Impromptu speaking 	<ul style="list-style-type: none"> - Individual 2-min speeches on different and random topics. - Facilitation and feedback by trainer during preparation - Feedback by trainer post-speech. Speeches may be recorded, and will be forwarded to participants for further review and self-study - Open Q&A session by other participants
6 AM	“Amazing People”	<ol style="list-style-type: none"> 1. past simple “was/were” 2. regular and irregular verbs 3. Conjunctions 	<ul style="list-style-type: none"> - Reading: Ordinary and extraordinary lives - Listening: A true story (about each CLMV country’s hero/historical figure) - Speaking: tell your life story - Vocabulary: years, decades, centuries - Grammar: time linkers and conjunctions
6 PM	Email Writing (2)	Email writing practice	<ul style="list-style-type: none"> - Writing exercises: using various scenarios related to both personal and workplace communication - Formal and Informal emails; Formal and informal letters - Peer editing: evaluating and replying to partner emails
7 AM	“Fact or Fiction?”	<ol style="list-style-type: none"> 1. Past simple negative forms 2. Past simple questions 	<ul style="list-style-type: none"> - Vocabulary: film, art, literature - Listening, Speaking, Writing: interview other participants about arts and entertainment - Writing: keeping a diary - Conversations: reading your friend’s diary and asking questions to clarify
7 PM	Presentation Skills (1)	Persuasive presentations	<ul style="list-style-type: none"> - Video clips: identifying presenter mistakes - Lecture: Presentation tools - Powerpoint and other tools; use of persuasive visuals and design - Language: use of appropriate vocabulary and phrases to build rapport - Body language: gestures, eye contact, posture etc. - Voice: intonation, fluency, speed
8 AM	Meeting Skills	<ol style="list-style-type: none"> 1. Structure of language and format 2. Understanding how to run a meeting 	<ul style="list-style-type: none"> - Plan and prepare a notice of meeting with an appropriate agenda - Roles: chairperson, secretary and members - Lecture: Participating constructively in meetings - Video: Supporting opinions with appropriate points/ reasons - Role play: group scenarios related to the civil service, with participants allocated different roles.

8 PM	Minutes Writing	Notes of Meeting	<ul style="list-style-type: none"> - Lecture: importance of meeting minutes, particularly for civil servants; Sample Minutes and templates; Dos and Don'ts - Style and Format of meeting minutes - Vocab and Register: Language and Sensitivity in writing minutes - Role play: for given scenarios, groups to hold meeting and write its minutes.
9 AM	"Buying and Selling"	<ol style="list-style-type: none"> 1. Comparative adjectives 2. Superlative adjectives 	<ul style="list-style-type: none"> - Vocabulary: shops and shopping - Reading: the world's most famous markets - Pronunciation: stressed and weak syllables - Show and Tell: bring souvenirs and describe them - Negotiation games: buying and selling, asking for discounts, win-win situations
9 PM	"People in my City"	<ol style="list-style-type: none"> 1. present continuous 2. present simple vs present continuous 	<ul style="list-style-type: none"> - Vocabulary and Writing: describing people - Listening: people who wear uniforms - Visual and Spoken comprehension: fashion choices, describe and complete a picture - Writing/Grammar; correcting mistakes, common errors - Conversation: Useful questions to ask
10 AM	Presentation Skills (2)	Presentation practice	<ul style="list-style-type: none"> - Review of Presentation Skills (1). - Group work: based on given topics around a central theme that has come up during the week, groups will research, create and practice slide presentations. - Trainer will facilitate group discussions and ensure individual participation.
10 PM	Presentation Skills (3)	Presentation practice	<ul style="list-style-type: none"> - Group presentations; all participants must present. - Assessments will be based on a) individual: body language, voice, audience rapport; and b) group: coordination, content, and visuals - Peer assessment, evaluation and discussion of learned points
11 AM	"Our Planet"	<ol style="list-style-type: none"> 1. "can/can't" for ability 2. question words and forms 3. articles (2) 	<ul style="list-style-type: none"> - Vocabulary: animals, nature, environment, urbanization - Reading: amazing facts about our world - Vocabulary: big numbers - Research and Writing: in groups, create a general knowledge quiz about your country
11 PM	Summary Writing	<ol style="list-style-type: none"> 1. Identifying key points 2. effective paraphrasing 	<ul style="list-style-type: none"> - Lecture: Importance of summary writing in the workplace; how to simplify written and spoken communication. - Samples: reading long texts and their respective summaries - Summary Structure: Topic sentence, Supporting points - Vocabulary and Language: Connecting words, Synthesis and transformation of sentences, Use of own words to rephrase points - Group Work: read and summarise given texts
12 AM	"My Weekend"	<ol style="list-style-type: none"> 1. future intentions "<i>going to, would like to, want to</i>" 2. suggestions and offers 	<ul style="list-style-type: none"> - Conversation: talk about the weather - Vocabulary: going out and ideal holidays - Group discussions: plan a short holiday - Role Plays: travel arrangements - Visual comprehension: book the best flights and hotels

12 PM	“Lifelong Learning”	1. infinitive of purpose 2. “might/will”	<ul style="list-style-type: none"> - Vocabulary and Speaking: education and careers - Discussions: my career plans - Reading comprehension: is English easy? - Role play, Reading and Speaking: reading brochures and applying for a course - Writing: application form and email
13 AM	Reports and Proposals (1)	1. Report Formats and Types 2. Case studies from Singapore or ASEAN	<ul style="list-style-type: none"> - Writing Exercise: Simple Memo - Lecture on Reports: Aim/Purpose - Lecture on Report Format: Introduction, Forms of investigation, Body of findings, Appendices, Tables and Graphs, Synopsis or Executive Summary, Table of Contents - Types of Reports: Memorandum Report, Letter Report, Short Report, Formal Report, Letter of Authorization, Foreword or Preface -
13 PM	Reports and Proposals (2)	Project Proposal	<ul style="list-style-type: none"> - Group work: discussions and project proposal writing about selected topics likely relevant to participants’ jobs. - Group presentations - Facilitation and feedback by trainer on proposal outlines
14 AM	“Staying in touch”	1. present perfect 2. time phrases: present perfect vs past simple	<ul style="list-style-type: none"> - Vocabulary: communications and technology - Reading: getting in touch through the ages - Grammar: correcting tenses in an email conversation - Pronunciation Review - Role plays: telephone conversations (no visuals) - Listening and Writing: taking notes of the conversation
14 PM	Review	1. Language and Workplace Skills Review 2. Post-Course Assessment Test	<ul style="list-style-type: none"> - Freeform Review: groups to discuss and share main learning points on different topics - Presentations: on significant learnings, challenges and future actions - Assessment Test: i) written segment will include audio clip, writing sample, grammar exercise, reading comprehension; ii) oral segment will be individual
15 AM	Review	1. Assessment Test Feedback 2. Self-Assessments	<ul style="list-style-type: none"> - Return of test and grading key, explanation of common errors - Self-Assessments: activities for students to share learning points; aspirations for learning of English after the course; evaluation of current standards and if individual expectations were met. - Speaking: short 2-min individual impromptu speeches on goals and planned actions.
15 PM	Good-bye!	1. Administrative 2. Closing Ceremony	<ul style="list-style-type: none"> - Administrative Matters: feedback forms etc. - Closing ceremony and Photo-taking